# The Computing Tutor

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# How to Approach Assignment 2 – Part C

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# How your Assignments are assessed

Each assignment is made up of Tasks.

You have Pass Tasks, Merit Tasks and Distinction Tasks.

You must complete **ALL** pass tasks to achieve a **Pass**.

You must complete **ALL** merit tasks to achieve a **Merit**.

You must complete **ALL** distinction tasks to achieve a **Distinction**.

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# How your Assignments are assessed

If you do not complete all PASS tasks, you have **NOT PASSED** the Assignment.

If you complete all PASS tasks, but do not complete all MERIT tasks you have **PASSED** the assignment.

If you complete **most** PASS tasks, and **all** MERIT and **all** DISTINCTION tasks, you have still **NOT PASSED** the unit.

You will get a single resubmission attempt to improve your mark.

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# P5 Tasks - 1

This is where you actually build your spreadsheet

You will need to use the designs you created in Part B

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# P5 Tasks - 2

If you build something that doesn’t look like your designs, you could be at risk of losing marks

If necessary, you will need to change your designs

**BUT** you will also need to change anywhere you reviewed your design, as your original will now have changed

**This is RISKY**

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# P5 Tasks - 3

You will need to show all the features of the spreadsheet you used to create your model

You will need a screenshot of each feature being used in your spreadsheet

You will need an explanation of what it is doing

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# P5 Tasks 4 – Spreadsheet features

- The features include:
- Your actual functions and formulas
- Mathematical Operations: Plus, minus, SUM, AVERAGE, COUNT
- Any logical functions, e.g:
- If, and , not
- Any nested IF functions

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# P5 Tasks 5 – Spreadsheet features

- The features include:
- Anywhere you are manipulating data
- Sorting, filtering, grouping
- Any use of Autofill
- Any use of cell replication
- Any use of ABSOLUTE or RELATIVE cell referencing

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# P5 Tasks 6 – Spreadsheet features

- The features include:
- Any macros or buttons
- Any macro code you created
- Any data entry forms

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